

SCROLL DOWN

14. RECORDKEEPING AND REPORTING.

a. Solid Waste Annual Reporting System (SWAR).

SWAR

The Solid Waste Annual Reporting system, or SWAR, is a DOD system to track and report installation solid waste and recycling data. The system also compares data with DOD MoMs and provides trend analysis capabilities. As of April 1999, installations are required to submit quarterly reports through their MACOM, who in turn reports to HQDA. For more information, contact the Defense Environmental Security Corporate Information Management (DESCIM) Program Manager at (703) 325-0002, or visit the DESCIM web site at

<http://denix.cecer.army.mil/denix/Public/news/DESCIM>

(1) Identify the person(s) responsible for completing SWAR information and reporting it to the MACOM representative (see text box for more information). Ensure proper training is received for person(s) responsible for tracking/inputting SWAR information.

(2) Identify the installation elements (DPW, MWR, contractors, etc.) that need to provide input so that all installation-generated wastes, waste diversion, and recycling quantities are captured and submitted into SWAR.

b. C&D Resource Recovery Reporting.

(1) Reference installation policies and procedures ensuring the application of procurement, salvage, reuse, resale, and recycling techniques in C&D activities. Include reporting mechanisms used internally by the installation.

(2) Include the following reporting requirement for each C&D project completed at the installation.

- (a) Type and amount of material salvaged for installation reuse.
- (b) Type and amount of material salvaged for resale, and resale mechanism.
- (c) Type and amount of material recycled, and recycling mechanism.
- (d) Type and amount of material disposed, and method of disposal.

REPORTING REQUIREMENTS FOR C&D PROJECTS

Army Policy (currently in draft) requires that installations develop and approve C&D waste management plans. For each C&D project, installations shall monitor and document contractor implementation of the plan, and prepare an information memorandum providing the overall results. The memorandum must include: the type and amount of material salvaged for reuse or resale, recycled, disposed by landfilling, and/or incineration; the amount of any earned revenue and the savings projected from disposal cost avoidance; the overall cost benefit to the project; and the general effectiveness of the installation program. Memoranda will be submitted annually to HQDA on a specific form (to be issued with final Army Policy letter) (reference

- (e) Earned revenues from sale or recycling.
 - (f) Projected savings from disposal cost avoidance (include transportation costs, tipping fees, etc.).
 - (g) Overall cost benefit to the project resulting from C&D management.
- c. Affirmative Procurement Reporting. List policies, procedures, and person(s) responsible for monitoring, tracking, documenting and reporting Affirmative Procurement statistics. Such statistics may include total dollars spent on CPG items and percentage containing required recycled content, credit card expenditures meeting Affirmative Procurement guidelines, and purchases exempt or otherwise unable to meet requirements.

TRACKING AFFIRMATIVE PROCUREMENT

With the issuance of EO 13101, all Federal agencies (including DOD) have the responsibility for developing tracking and monitoring systems to demonstrate compliance with Affirmative Procurement mandates. A White House Task Force is dedicated to devising methods to implement these requirements of the EO. At the time of publication, there was no specific guidance available for installations to begin this tracking process. However, the ISWMP should include this section and update the procedures and

d. Refuse Collection and Recycling Reporting. Identify procedures and person(s) responsible for completing the following reports, required by AR 420-49. These may be in-house or contracted responsibilities.

(1) DA Form 3916 (Daily Log of Truck Trips for Refuse Collection and Disposal). Entries recording refuse weight (tons) will be made daily by collection truck drivers. All entries will be totaled monthly on DA Form 3917 (Refuse Collection and Disposal) by collection supervisors.

(2) DA Form 3917 (Refuse Collection and Disposal). Quantities of refuse collected and disposed will be reported in units of weight (tons) (see TM 5-634).

(3) DA Form 2788-R (Technical Data Feeder Report). The data from DA Form 3917 will be used to prepare parts of DA Form 2788-R. The DA Form 2788-R will show the quantity of refuse collected and disposed, the quantity of material recycled, and the proceeds from sales.